



RECRUITMENT #: 07-H-04-SNL

OPENING DATE: August 28, 2006

CLOSING DATE: September 12, 2006

MANAGEMENT ANALYST III *(Seasonal Position)*

Location:

Division of Public Health
Blue Hen Corporate Center
Suite 4-H
655 Bay Road Dover, DE 19901

SUMMARY STATEMENT: This is the third level directing management studies, analyzing data, evaluating options and recommending alternatives in a diverse range of complex management and operational areas.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in conducting studies to evaluate operations, programs, services, policies and procedures.

To qualify applicants must have had experience in conducting studies to evaluate operations, programs, services, policies and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, rules, regulations, policies and procedures. On your application clearly describe all experience conducting studies to evaluate operations, programs, services, policies and procedures. Indicate if your experience included being a supervisor or project leader. Applicants must have experience in all areas to qualify.

Please note: Education and internships will not substitute for experience.

2. Experience in descriptive statistics.

To qualify applicants must have experience in descriptive statistics which includes mean, median, mode and standard deviation. On your application please give specific examples of your experience in descriptive statistics which include mean, median, mode and standard deviation. Applicants must have experience in all areas to qualify.

Please note: Education and internships will not substitute for experience.

3. Experience in the interpretation of laws, rules, regulations, standards, policies and procedures.

On your application detail all of your experience in the interpretation of laws, rules, regulations, standards, policies and procedures. Indicate if any of your experience was in the area of health and/or social services. Applicants must have experience of all areas to qualify.

4. Experience in narrative report writing.

On your application please give specific examples of your experience in narrative report writing. Describe the types of reports you composed, and if this included making recommendations for action, changes, etc.

5. Experience in inferential statistics.

To qualify applicants must have had experience in inferential statistics which included correlation, t-tests, f-tests and analysis of variance. On your application please give specific examples of your experience in inferential statistics which includes correlation, t-tests, f-tests and analysis of variance. Applicants must have experience in all areas to qualify.

Please note: Education and internships will not substitute for experience.

6. Experience in designing studies.

To qualify applicants must have had experience in designing studies which include determining study goals and objectives, information needed, data sources, sampling and collection methods. Clearly describe your experience in this area. Indicate if experience was in the area of health and/or social services.

7. Experience making recommendations for continuation or changes to operations, programs, services, policies and procedures based on findings.

Clearly address all of your experience in this area. Indicate if recommendations were regarding operations, programs, services and/or policies and procedures in the area of health and/or social services.

RATE OF PAY: \$23.03/hour

LENGTH OF ASSIGNMENT: Indefinite

HOURS OF EMPLOYMENT: 8:00 am – 4:40 pm

BENEFITS: No benefit package is available for this position.

APPLICATION REQUIREMENTS AND CONTACT PERSON: Submit a completed State of Delaware application to:

**Division of Public Health
Attn: Steven Blessing
Blue Hen Corporate Center
Suite 4-H
655 Bay Road Dover, DE 19901
Phone: 302 – 744-5400
Fax: 302-744-5429**

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**